



Community Preservation Committee

Regular

~ Minutes ~

36 Court Street
Springfield, MA 01103
<http://www.springfieldcityhall.com>

Kevin Chaffee

Tuesday, April 2, 2019

6:00 PM

City Hall -- Room 310

I. Call to Order

6:00 PM Meeting called to order on April 2, 2019 at City Hall -- Room 310, 36 Court Street, Springfield, MA.

Attendee Name	Title	Status	Arrived
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II. Public Portion

III. Minutes

Springfield Community Preservation Committee

Tuesday April 2, 2019 at 6:00 pm

City Hall Room 310

36 Court Street, Springfield

Present: Gloria DeFillipo, David Finn, Juanita Martinez, Robert McCarroll, Ralph Slate

Absent: Lamar Cook, Terry Mitchell, Angela Robles, Terry Rodriguez

Mr. McCarroll began the meeting at 6:00 pm. Ms. Martinez moved to approve the minutes of March 5 and Ms. DeFillipo seconded. The vote was unanimous to approve.

Mr. McCarroll asked the sub-committee to provide an update on the staff consultant. Mr. Slate replied that they do not have an update regarding reissuing the RFP. Mr. McCarroll stated that the sooner we will have a staff person, the sooner we will have as volunteers. Mr. McCarroll stated that there was only one person that applied for this position which would be about fifteen hours per week and the pay would be negotiated in the area of twenty- five dollars an hour range. There were three other people interested in the position but two of them stated that the application process was too onerous for a part time job. Mr. McCarroll stated that he hoped the application could be more user friendly. Mr. McCarroll stated that when the RFP is advertized he would like the CPC to pay for a display ad in the paper. Ms. DeFillipo moved to authorize \$500 dollars from the administrative budget for a display ad; Mr. Finn seconded. A unanimous vote was taken. Ms. DeFillipo volunteered to contract the Procurement Office.

Mr. McCarroll explained that every year the CPC must go to the City Council for budget approval based on how much revenue is expected to come in and how much the state contribution is. The Budget Office has predicted that local revenue will be as it was the last couple of years--\$1,300,000. The State Coalition sent out an e-mail that the state match this year is 11.75% announced by the Department of Revenue--\$150,410. Our overall budget is \$1,450,410 and we are required by state law to set aside each year 10% to either be spent or to be

set aside for Housing, Historic, Open Space and Recreation. We are allowed to take up to 5% of our money for administration and we have always asked for that even though we have not spent very much and that's about \$72,000. The proposed FY20 Budget is:

\$145,041 set aside for Community Housing

\$145,041 set aside for Historic Resources

\$145,041 set aside for Open Space/Recreation

\$72,520 Administration

1,000 office supplies

3,000 office equipment

1,000 minute secretary

1,500 annual plan/hearing ad

4,350 coalition dues

12,000 project signs

31,670 part-time CPA consultant

18,000 unanticipated expenses

\$942,767 Unallocated Reserve

\$1,450,410 Total Budget

Mr. Slate moved to adopt the budget and send it to City Council; Ms. Defillipo seconded A unanimous vote was taken.

Mr. McCarroll reviewed the status on the 2018 Funding Recommendations. Of the eleven recommended projects that got funded, four are under contract: First Time Homebuyer Program, East Forest Park Rail Trail, Godfrey Triangle, and River Walk signage, from which a designer was being hired.

Mr. McCarroll reviewed Fiscal 2019 stating that he asked Lindsay for an update on where we are with revenue. So last year it was programmed to be \$1,300,000 in regular revenue and about \$143,000 of state money. As of April 1, \$1,031,000 has come into the local pot and the state money that came in November based on earning the previous year is \$255,000.

Mr. McCarroll stated that the full applications from the 26 people are due by May 3. On our May 5 meeting we will distribute those applications to everyone. Last year we had three meetings where we met with one third of the applicants. At that time, they could give a five minute presentation followed by questions from the CPC. Mr. McCarroll asked if anyone was agreeable with the idea of extra meetings in mid-May and mid-June so that we wouldn't have to worry about vacation schedules of applicants and the CPC members. Ms. DeFillipo will send out a Doodle Poll to see what works for people.

Mr. McCarroll reported that he had e-mailed every applicant that got moved forward and the two projects that didn't get moved forward. He heard from the Indian Motorcycle proposal who was very disappointed and asked what to do. Mr. McCarroll told him that he could ask for reconsideration but couldn't predict what the CPC would do as this is the first time we are doing this.

Mr. McCarroll stated that of the eleven approved projects five are actually construction projects. Everything else is a study or the First Time Homebuyer Program or signage itself. We need to

come up with construction signs so as we sign contracts we can say “here is your sign that you have to put up.” Mr. McCarroll asked Ms. DeFillipo that when she speaks to Lauren could she find what we need to do to order five signs. Ms. DeFillipo suggested weatherproof banner which are they are cheaper than a wooden sign. Ms. DeFillipo stated that you can even buy banners on line at a much lower cost. Mr. McCarroll then stated that he would like the designer or the maker selected before the next meeting. Ms. DeFillipo stated that she would be willing to store the banners at her home.

Mr. McCarroll stated that we are a nine person Committee. When we were first formed there were three members that served one year, three that served two and three that served three. The first term was staggered so that once we really got going a third changes every year. This year the people whose term expires are Mr. McCarroll, Ms. Martinez and Ms. DeFillipo.

Ms. Martinez moved to adjourn; Mr. Finn seconded. A unanimous vote was taken.

Next Meeting: May 7, 2019 at 6:00 pm